

## NATIONAL OFFICER CANDIDATE SELECTION PROCESS IN MONTANA

Montana is eligible to nominate two national officer candidates annually, one at-large and one regional candidate. Candidates may be affiliated as a comprehensive or occupational member of FCCLA.

### Qualifications

The qualifications for a national officer candidate are:

- a. Candidates must have an unweighted cumulative 3.0 GPA for the previous 3 semesters.
- b. Active participation in FCCLA on local, district and state levels
- c. Contribution to family and consumer sciences education program
- d. Participation in school and community activities
- e. Job experience
- f. Personal qualities
- g. Recommendations by chapter, advisor, administrator, and state association
- h. Junior class standing, preferably

### Procedures

1. A current FCCLA advisor will serve as coordinator for the national officer candidate selection process at the state conference.
2. A written test will be required of all national officer candidates. Applicants must score at least 80% on the test to be eligible to advance to the interview. Candidates are urged to use all FCCLA resource materials that have been distributed to advisors to prepare for the test.
3. The written test will be given the first afternoon of the state conference.
4. Three to five judges will interview all national officer candidates who advance to this stage of the process.
5. In preparing for the interview, candidates should expect questions on personal future goals, personal leadership qualities, importance of career and technical education, the role of a national officer, and application of FCCLA programs. Candidates are expected to apply themselves to different situations that require application of FCCLA facts, programs and processes.
6. During the interview candidates will give a speech up to three minutes in length, on a topic provided in advance by the coordinator.
7. Applicants must score an average of at least 80% on the national officer candidate evaluation form to qualify as one of the two Montana National Officer Candidates. Should no candidate or only one candidate qualify with the minimum 80% score, the final determination of an eligible candidate will be left to the discretion of the state advisor.
8. Candidates will not receive their evaluation sheets; however, the coordinator will send a letter to each candidate summarizing candidate selection.

# NATIONAL OFFICER CANDIDATE MONTANA

Candidate's Name	Parents or Guardian
School Name	School Address
Home Address	Principal
City, State, Zip	Home Phone
Advisor's Name	School Phone

List Family and Consumer Sciences courses(s) and grade level when taken or Family and Consumer Sciences Occupational related courses, grade level when taken, and area of occupational training (food service, clothing, childcare, etc.) Please list the course titles as they appear on your transcript.

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## Attach a copy of your High School Transcript.

To be eligible to run for national office (starting in 2004) candidates must have an unweighted cumulative grade point average of 3.0 for the previous 3 semesters.

On a separate piece of paper, provide a narrative description, which does not exceed 160 words, indicating what qualifies you as a national officer candidate.

1. Scholastic Achievement: Grade Point Average\_\_\_\_\_

Official Signature or Stamp Validating GPA\_\_\_\_\_

2. Activities—Summarize in space allowed: DO NOT ATTACH ADDITIONAL PAGES! Years in FCCLA\_\_\_\_\_

Activities

Leadership Position

FCCLA Chapter\_\_\_\_\_

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District\_\_\_\_\_

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State\_\_\_\_\_

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School\_\_\_\_\_

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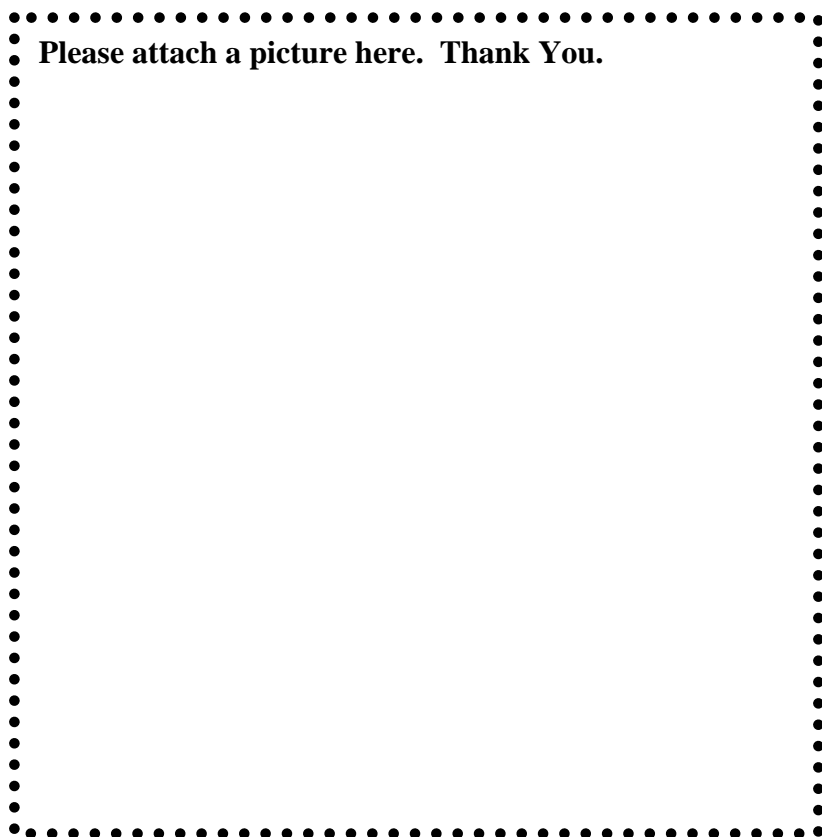
Community\_\_\_\_\_

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3. Two (2) letters of recommendation from an employer, school official, clergyman, etc. (Preferably not from the FCCLA Advisor).





## NATIONAL OFFICER CANDIDATE EVALUATION

Chapter: \_\_\_\_\_

Candidate: \_\_\_\_\_

Evaluation Criteria	Points Possible	Judge's Score	Comments
1. Application			
<ul style="list-style-type: none"> <li>Complete, informative, neat</li> </ul>	5		
<ul style="list-style-type: none"> <li>Contributions to FCCLA and family and consumer sciences education at local, district and/or state level</li> </ul>	15		
<ul style="list-style-type: none"> <li>Participation in school &amp; community activities</li> </ul>	5		
<ul style="list-style-type: none"> <li>Above average scholastic rating</li> </ul>	5		
2. Appearance			
<ul style="list-style-type: none"> <li>Business attire, well-groomed, good posture</li> </ul>	5		
3. Verbal/Nonverbal Communication			
<ul style="list-style-type: none"> <li>Eye contact, poise, body language</li> </ul>	10		
<ul style="list-style-type: none"> <li>Clarity of expression, ability to express ideas, grammar</li> </ul>	15		
4. Personal Qualifications			
<ul style="list-style-type: none"> <li>Knowledge of organization from written test</li> </ul>	10		
<ul style="list-style-type: none"> <li>Response to oral interview questions</li> </ul>	25		
<ul style="list-style-type: none"> <li>Creative, confident, mature, responsible, enthusiastic</li> </ul>	5		
Total	100		



## FCCLA National Officer Candidate Application

If selected as Montana's National Officer Candidate, I will assume the additional duties of State Officer outlined in the Constitution of the Montana Association of Family, Career and Community Leaders of America and fulfill the following expectations.

State Officers represent all members of the State Association and are looked to by members as an example and a leader. Applicants should consider each of the following statements carefully before signing the application. To be considered a National Officer Candidate, this application must be signed and accompany the National Officer application.

1. Committing to serve the Association by role modeling professional and responsible behavior at all times.
2. Conscientiously serving the Association and assisting FCCLA members and chapters.
3. Setting an example for members of the State Association as a good student, a responsible courteous person, and a good citizen.
4. Representing the State Association credibly at meetings, banquets, and other gatherings when asked to do so.
5. Speaking on behalf of FCCLA at a minimum of two meetings/functions outside of the organization during my term of office.
6. Thoroughly familiarizing myself with the constitution and policies of the organization, with parliamentary procedure, and with the total family and consumer sciences education program.
7. Encouraging FCCLA members to take an active part in the organization, school and community.
8. Striving to maintain a good working relationship between FCCLA and the public.
9. Attending all FCCLA State Executive Council meetings (not to exceed five per year), which include the National FCCLA Leadership Meeting. (You will be responsible for expenses, which could amount to as much as \$1,000.00 to attend the National Leadership meeting. Some schools, chapters, and districts help their candidates with a portion of this money, but candidates should be fully committed to paying the total sum when they agree to run for office.)
10. Striving to improve my leadership ability and giving as much time as required to carry out my duties as a state officer during the year.
11. Speaking clearly, concisely, and enthusiastically and using proper grammar at all times.
12. Making regular appointments to speak with my local chapter advisor to maintain communication regarding district and state level matters.

I realize that if I plan to take an early graduation option, I will forfeit my duties as State Officer. When I sign below, I recognize that I am committing myself to the responsibilities above.

If selected as one of the 10 national officers during National Leadership Meeting in July, you will be expected to attend week-long meetings in August and January, 1-2 cluster meetings and the following National Leadership Meeting. Your advisor may attend some meetings with you, but you will be expected to travel alone at other times.

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Signature of Applicant

**CERTIFICATION** of Parent or Guardian, Local Advisor, and Administrator.

We have reviewed the application for FCCLA National Officer Candidate/State Officer. If elected, the applicant will have our cooperation in carrying out the responsibilities of the office to the best of his/her ability.

Parent/Guardian\_\_\_\_\_Date\_\_\_\_\_

Local Advisor\_\_\_\_\_Date\_\_\_\_\_

Administrator\_\_\_\_\_Date\_\_\_\_\_

(PLEASE PRINT OR TYPE)

Home Mailing Address of Applicant:

Name\_\_\_\_\_

Street\_\_\_\_\_

City/State/Zip\_\_\_\_\_

Home Telephone\_\_\_\_\_

First and Last Names of  
Parent/Guardian(s)\_\_\_\_\_

Address (if Different Than Above)\_\_\_\_\_

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School Mailing Address of Applicant:

School\_\_\_\_\_

Street\_\_\_\_\_

City/State/Zip\_\_\_\_\_

School Telephone\_\_\_\_\_

### **Tentative Schedule of Required Meetings for 2008-2009 FCCLA State Officers:**

(If you are selected National Officer Candidate, you are also assuming the role of FCCLA STATE OFFICER at Large.)

It is your obligation to inform your advisor, parent(s), and school administrator(s) of the following dates. In order for you to be a contributing member of the State Officer Team, your presence at each of these meetings/events is essential. Your mileage (at \$.25/mile) and/or other expenses (lodging, meals) will be paid based upon the correspondence you receive from the State Advisor prior to the event. You can anticipate the Montana State Association of FCCLA to help with expenses (mileage, meals at camp, and camp fees) at the Camp Leadership Training; the August meeting (mileage, motel and meals) and for the Proclamation Signing Meeting (mileage, motel, meals). If you do not attend a meeting/event listed, your reimbursement for the following meeting is not provided. No reimbursement will be made to any state officer until required paperwork has been completed and submitted to the state adviser.

1. 2008 FCCLA State Leadership Conference, March 27-29, 2008, Billings
2. State FCCLA Officer Leadership Training, June 7-10, 2008, (Camp Make A Dream)
3. FCCLA National Leadership Meeting, July 8-12, 2008, Orlando, FL. It is the responsibility of the advisor, if they cannot attend this meeting, to find a suitable chaperone from their school/community for the State Officer. If the advisor looks to another advisor to fulfill their role, it becomes the responsibility of the school district that has no advisor or chaperone attending to pay the hotel expenses of the advisor who will be chaperoning.
4. State Executive Council Meeting, July, 2008 in Helena.
5. Proclamation Signing with Montana's Governor, tentatively, January 2009, Helena (**Advisors should plan to attend this meeting.**)
6. 2009 FCCLA State Leadership Conference, March 19-21 in Billings. (Officers arrive Tuesday night prior to the Thursday-Saturday meeting.) (2 or 3 advisors should plan to come early, but not all state officer advisors need to arrive at the meeting site as early as the state officers are needed.)
7. Officer uniform expense is paid by the student unless arrangements are made with chapter.

**Copy this form for parents and school administration.**

**If you know at this time that you will NOT be able to attend one or more of the above meetings, you should seriously consider NOT RUNNING for the NOC/State Officer position.**

I (the candidate) have read the anticipated meeting times/dates for the 2008-09 FCCLA State Officers. If selected, I will commit my time to fulfilling the responsibilities of that office by attending these meetings. We, the Candidate's Advisor, Parent, and Administrator, will support the Candidate's attendance at these anticipated meetings.

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Signature of Candidate	Date
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Signature of Candidate's Advisor	Date
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Signature of Candidate's Parent	Date
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Signature of Candidate's School Administrator	Date
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**This form must be complete and submitted with the FCCLA National Officer Candidate Application.** - 7 -  
Revised January 2004